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Approved For Release 2001/08/01 : CIA-RDP84-00499R000600020023-4

Executive Registry

70-2317

7 May 1970

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 30 April 1970

1. The workload for April 1970 was 64,739 items, 7% less than April of last year. For the ^{1st} nine months of FY 1970, our workload is 8% less than the same period in FY 1969.

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2. As of 30 April 1970 we had an assigned strength of [REDACTED] making us even with our authorized strength for FY 71 [REDACTED]. We lost two persons over last month.

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25X1A

3. On 14 April 1970, at the request of [REDACTED] and [REDACTED] of the staff of Project ASPIN, we attached forms to certain State Department cables in order that they might study the use and flow of such cables.

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4. On 15 April 1970, [REDACTED] and I were invited by [REDACTED] of CRS to see a demonstration of the General Electric Rapid Search Machine (RSM). Although the equipment employs an interesting concept in rapid retrieval, no immediately apparent usefulness re benefiting the Cable Secretariat could be seen.

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5. On 16 April 1970, [REDACTED] toured the State Department's ATS system. State's system is similar in many respects to the ACT-II. The tours are an excellent aid in familiarizing our personnel with machine assisted methods of cable distribution. Mr. Naehrer in State is very understanding of our desires to have Cable Secretariat persons visit his office and we have learned a lot from such visits.

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6. On 27, 28, and 29 April [REDACTED] attended the Association of Records Executives and Administrators (AREA) Conference in Washington, D. C. The seminars proved to be excellent vehicles for making us aware of new and improved methods of information storage, retrieval, and disposition.

7. With reference to our own microfilming efforts, we have microfilmed all of the Director cable series for the past six years and have deposited duplicate reels in the Record Center. Microfilming of the Incoming cable series for the period July 1963 through December 1969 has started.

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8. [REDACTED] discussed with [REDACTED] the outline of the Cable Secretariat history. Writing is progressing more slowly than I had anticipated and we had something of a set-back in that our first outline required rather complete rearrangement. [REDACTED] has discussed his concept of how a history should be prepared and I have assured him that our history will be prepared in line with his views. [REDACTED] is now working on the revised outline.

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) Cable Secretary

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